NEW YORK STATE OF OPPORTUNITY. | Governor's Traffic Safety Committee

eGrants

ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

Quick Reference Card – Accessing eGrants

Existing Organizations - Project Director Maintains Users

1. Go to the My Organization tab and click the Organization Members link
2. Click the Add Members link and search for the person you wish to add

3. If the person has a profile in eGrants, their name will come up with a check box next to it. Select the checkbox and the person's role from the dropdown and click save.

4. If the person has not set up a profile in the system, click the new user button and complete the form filling in all required information

5. When required fields are complete, select "Save and Add to Organization". The new user will be sent an email with the username and password needed to login to the system.

Adding A User to Specific Projects/Documents

Once a user is added to an organization, that user must be added to any previously created documents for them to be able to view/be listed on the project.

1. Go to My Proposals and click the proposal name
2. Scroll down to management tools to "Click here to Add/Edit people"

3. Check the box next to the person that you would like to assign and select their role from the dropdown (only existing users can be added this way. New users must be added to the organization before being assigned to a specific proposal (see step 4 in the Project Director Maintains Users section for steps on adding new users to an organization)).

New Agencies

New agencies requesting access to eGrants must create a profile under the New User tab on the eGrants login page and contact the GTSC System Administrator to request approval (see instructions below).

Please note approval is not automatic.

Requesting Access Through the GTSC System Administrator

1. Click on New User on eGrants login page.

2. Complete the entire form, filling in all information marked with an "*". If the Organization and Title is not included, it could delay the process.
3. Once the account has been created and saved, contact the GTSC System Administrator to have your account approved/activated.
4. Once access has been granted, you will receive an email confirming your account has been validated.

GTSC Main Line: (518) 474-5111

Additional information and eGrants login link:

https://trafficsafety.ny.gov/highway-safety-grant-program#egrants

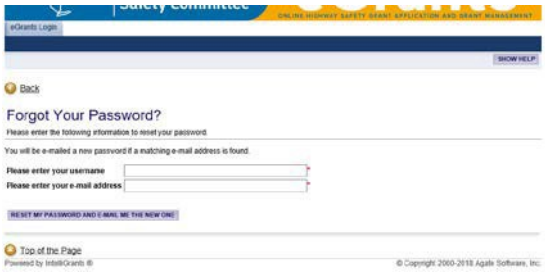
Password Resets

All users must reset their own password. GTSC is unable to do password resets.

Users will be locked out of the system after three unsuccessful attempts at logging in. You must wait 30 minutes before trying again once locked out.

1. Click Forgot Password? under the login section

2. The user must enter their username and email address



A temporary password will be sent to the email address provided. (Both the email address and username provided must be the same username and email address in the user's eGrants profile).

3. Once the user is logged in using the temporary password, they will be prompted to change their password.

Password Reset Email Not Received?

1. Check your junk mail for the email.
2. Add nydmv@intelligrants.com as a safe sender.

When to Contact GTSC

If you've completed the steps above and still have not received the password reset email, contact the GTSC to verify that both the username and email address provided for the password reset matches the email address on file in eGrants.